

MONROE COUNTY

JOB DESCRIPTION

Position Title: COORDINATOR BUDGET AND PERSONNEL		Date: 11/29/99
Position Level: 8	FLSA Status: Nonexempt	Class Code: 8-5

GENERAL DESCRIPTION

This position's primary function is to monitor and prepare the Growth Management Division Budget. This position handles all personnel related matters and acts as liaison between the Human Resources Department, Finance Department, Purchasing Department and Fleet Management Department and the Growth Management Division. In the event of a disaster, this position may prepare and audit all reports and invoices submitted to the Federal Emergency Management Agency (FEMA) for reimbursement. This position also supervises the Sr Office Assistant.

KEY RESPONSIBILITIES

1. *Process all invoices for the Division for payment by the Finance Department; assign invoice to the appropriate cost center; track encumbrances; authorize for payment.
 2. *Budget Analysis; posting and reconciliation of accounts.
 3. *Prepare PAFI & PAFII; audit time sheets for division employees; prepare travel reimbursements, leave requests and evaluations.
 4. *Prepare the Division's draft budget for Director's approval.
 5. *Compile budget package for submission to the County Administrator.
 6. Request, process and input purchase orders for the Division.
 7. Coordinate Government Grants with Department Heads and the Finance Department
 8. Act as liaison between the Division and other Departments in the County.
 9. Arrange travel plans for Department Heads and the Division Director.
 10. Miscellaneous projects and reports as assigned.
 11. Supervise the Sr. Office Assistant.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: COORD, BUDGET AND PERSONNEL	Class Code: 1121	Position Level: 8
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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____